

FLP Class of 2011 Job Descriptions

General Engineer – NA-17 – Washington, DC

This position is assigned to the Office of the ADA for Nuclear Safety, Nuclear Operations and Governance Reform (NA-17). NA-17's mission is to provide direct management support to the Deputy Administrator for Defense Programs (DP) related to nuclear safety, environment, safety and health, nuclear operations and performance, and governance/oversight reform policy, implementation, and resources. Duties and responsibilities consist of, but are not limited to, the following:

- Evaluates engineering issues associated with the operation of NNSA's nuclear facilities;
- Participates in the development and implementation of the policy and technical requirements associated with nuclear facilities and nuclear operations;
- Participates in the development and execution of the budget and program direction for nuclear operations; and
- Evaluate safety and operational issues and proposed solutions to those issues for nuclear facilities.

General Engineer – NA-141 – Washington, DC

This position is assigned to the Office of Program Planning Integration (NA-141). NA-141's mission is to enable Defense Programs' mission success by leading and integrating planning activities, as part of the NA-10 overall planning, programming, budgeting, and evaluation (PPBE) process. This is carried out by actively engaging organizations across NA-10, NNSA, DOE, and other Federal agencies to integrate policies and plans that are essential to guide a nuclear security enterprise (NSE). NA-141 forms a multi-disciplinary team that facilitates development and communication of a long-term vision to guide the future of Defense Programs, including transformation from the nuclear weapons complex of the past to a more agile and responsive nuclear security enterprise of the future. Duties and responsibilities consist of, but are not limited to, the following:

- Assists in the development of long-term planning that helps define the future of Defense Programs and provides input to the NA-10 PPBE processes;
- Conducts technical evaluations, business case studies, and analyses of technical issues and activities that impact Defense Programs goals;
- Prepares briefings, responses to questions, and documents as needed to support departmental, Congressional and DoD inquiries and presentations regarding budget and matters of integrated planning and formulation;
- Supports development of internal and external NA-10 communications, working in collaboration with NNSA's public and Congressional affairs; and
- Assists in management and oversight of support contracts needed to complete NA-141 mission activities;

General Engineer – Germantown, MD – NA-162

This position is assigned to the Office of Facilities Operations (NA-162). NA-162's mission is to provide program management support for the Readiness in Technical Base and Facilities (RTBF) program at assigned sites supporting weapons configuration manufacturing (electronic, electrical, mechanical, and plastic components) and Scientific, Technology and Engineering (STE) base facilities and capabilities within NNSA and to manage the NNSA operations and construction Quality Assurance (QA) program.

The incumbent advises and assists in planning for and integration of Defense Programs (DP) facility operations. Duties and responsibilities consist of, but are not limited to, the following:

- Provides program management direction to and oversight of the operation and maintenance of weapons configuration manufacturing (WCM);
- Performs budget activities, including allocation of appropriated funding, formulation, and oversight of execution;
- Develops and reviews policies, processes, and management plans; and
- Analyzes and oversees program activities and program performance measures, including performing reviews;
- Communicates and coordinates activities and decisions between the ADA, Federal program managers, and site-office personnel.

Program Analyst – NA-10.2 - Washington, DC

This position is assigned to the Office of the Sites Chief Performance Officer (NA-10.2). NA-10.2's mission is to serve as Champion of the several Site Offices reporting to Defense Programs (DP). In this capacity it champions

and manages the Contractor Performance Evaluation Planning Process in close coordination with the Site Offices, coordinates information flow associated with significant incident of event reporting, assesses organizational and contractual change options as they arise, serves as the Site Office individual and collective advocate on issues, and serves as a resource to assist Site Office and other management in addressing site office career development, training, and workforce requirements and the identification of options to provide temporary staff support when critical vacancies occur.

Duties and responsibilities consist of, but are not limited to, the following:

- Works closely with Site Office points of contact, NNSA's Office of Intergovernmental Affairs, and SCPO staff to develop site profiles as both a management and communication tool;
- Develops, based on inputs from the Site Offices and the M&O Contractors, an outreach calendar to be used in forecasting, supporting, and tracking significant site interactions. Develops inputs to briefing books and talking points for principals;
- Develops, based on inputs from the Site Offices and the M&O Contractors, trend lines and reports on focus areas such as recruitment, retention, safety incidents, security actions, Inspector General (IG) reports, Government Accountability Office (GAO) studies, and other reviews; and
- Reviews published corrective action plans (CAPs) and develops a review and corrective actions calendar input to alert the SCPO and others when significant reviews start and when significant corrective actions are due, or are expected to be due, in a certain amount of days.

Program Analyst – NA-143 – Washington, DC

This position is assigned to the Office of Budget Execution, Cost and Financial Management (NA-143). NA-143's mission is to conduct the Defense Programs' (DP) internal and external activities with the financial execution portion of the NNSA's corporate Planning, Programming, Budgeting and Evaluation (PPBE) processes, as well as fiscal accountability and a financial analyses capability (to include cost analyses and estimating) to ensure fulfillment of the DP fiscal responsibilities. In addition, this office is responsible for the processes, procedures, and formats associated with the recurring budget execution phase of programming and cost estimation, including fiscal accountability and financial analyses. NA-143 also assists in the development of communications strategies to convey the criticality of gaining financial support for DP missions, as reflected in programmatic and budget briefings, reports to Congress, presentations, and OMB and Congressional budget justifications.

The incumbent provides analytical support to NA-143 by performing the following duties and responsibilities:

- Assists Senior Program Analysts in budget formulation and execution through participation in meetings, preparation of spreadsheets and budget briefing materials;
- Participates in cost analyses and programmatic cost estimating and validation;
- Participates in the monthly execution function; and
- Support senior team members in monthly financial analyses.

General Engineer – NA-58 - Germantown, MD

This position is located in the Office of Nuclear Materials Integration (NA-58), under the Associate Administrator for Infrastructure and Facilities (NA-50). The primary purpose of the position is to serve as an expert, professional consultant to the Director, NA-58, and other NNSA and DOE senior managers on complex technical and program management issues related to Departmental integration of nuclear materials management, consolidation and disposition. The incumbent performs the duties and responsibilities necessary to accomplish the functions below.

Duties and responsibilities consist of, but are not limited to, the following:

- Advises NNSA and DOE Headquarters and site officials on nuclear material management policy;
- Oversees and/or maintains materials data, requiring the incumbent to plan and manage hardware and software technology development activities, and data collection, processing, and analyses related to the Nuclear Materials Inventory Assessment (NMIA) and the Nuclear Materials Management and Security System (NMMSS.);
- Advises senior management on nuclear materials inventories, material availability, storage, handling, transfers, and disposition of excess materials;
- Integrates programmatic requirements for materials, and material processing, storage, handling, and disposition capabilities. Provides analyses and reports to assist other programs in the management of their nuclear materials, including recycle and recovery, conversion, stabilization, and component disassembly;

- Ensures the development of program and site plans to optimize use of nuclear or other strategic materials in support of National objectives and NNSA strategic and programmatic goals;
- Manages disposition of specific Defense Programs legacy materials (Inactive Actinides), and other materials as assigned. Identifies, plans, and implements infrastructure and/or physical process changes required for storage, processing, shipping and receipt, and disposition of legacy materials. Plans and manages storage, receipt, handling, and inspection activities required for legacy materials, parts, and/or components inventory management and materials supply and disposition. Represents NA-58 in NNSA or Department-wide nuclear materials initiatives and activities, and interfaces with performing programs and/or sites. Coordinates materials-related issues with the Defense Nuclear Facilities Safety Board (DNFSB) on behalf of NA-58; and
- Coordinates with the United Kingdom (UK) and other nations, as appropriate, on materials supply issues and activities; reviews and comments on proposed international agreements.

Program Analyst – NA-52 - Washington, DC

Serves as the subject matter expert for the Planning, Program, Budgeting, and Execution functions of the office. Conducts program and financial reviews, financial analysis, and oversight of Energy Modernization and Investment Program, and real property disposition program. Executes technical cost/benefit tradeoff analyses and assists in the preparation and screening of project data sheets, program summary reports, and approved funding program documents. Manages enterprise-wide BARTT activities and manages the disposition "bank" recording square footage eliminated against new construction area added to the physical footprint.

Program Analyst – NA-56 - Germantown, MD

Serves as the subject matter expert for the Integrated Planning, Accountability, and Budgeting system and functions of the Office of Environmental Projects and Operations related to the financial oversight of National Nuclear Security Administration Sites funded by the Office of Environmental Management Program. Conducts and prepares program and financial reviews, financial analysis, and maintains financial oversight of all business activities associated with the EM Program. Executes technical cost-benefit analyses and assists in the preparation and screening of Project Baseline Summaries, program summary reports, and approved funding program documents.

Program Analyst – NA-70.1- Washington, DC

This position works directly for the Headquarters Office of Defense Nuclear Security's Resource Management office. This office identifies all Defense Nuclear Security (DNS) budget resources; manages budget development for DNS activities across the Administration; and oversees the spending and approval of changes to these activities associated with defense nuclear security. This group manages the DNS program direction budget, program budget formulation and justification, and budget execution activities. The group is designated as the Signature Authority for Work Authorizations and directs allocation of DNS Headquarters program funds through monthly Approved Funding Program transactions.

The duties of this position include:

- Develop and maintain a knowledge of Federal planning, acquisition, and management processes in order to assist the preparation of long-range and short-range resource information and guidance in accordance with Agency program policies and objectives;
- Develop the ability to provide authoritative advice and assistance to budget and senior management personnel on major program components, and recommend adjustments in funding to affected programs and activities;
- Develop limited ability to provide authoritative advice and assistance to budget and senior management.
- Develop knowledge of the Federal budget processes and strategies of budget presentation to develop and consolidate information for budget justifications and reports that will be provided to senior management;
- Develop knowledge of program planning, analyses, and evaluations concepts, principles, and practices and skill in their application to the establishment of objectives, schedules, milestones, and resource requirements; and
- Develop knowledge of planning, programming, and resource management regulations, guidelines, and processes.

Contract Specialist – NA-63 – Washington, DC

Federal government employees have the direct responsibility performing work of a policy, decision-making, or managerial nature for accomplishing the program mission. All other items, supplies, hardware, systems, and services, are accomplished with industry's (contractor) support and innovation. The Contract Specialist creates and manages the contracts that buy or procure contractor support and innovation. The Contract Specialist is an apprentice to the Contracting Officer (CO) and is the nexus or hub of procurement activity. On a daily basis, the CS receives input via email and phone from and generates solutions, vetted by the CO, for program customers, contractors, budget officers, legal counsel, management, other government entities and the public. The greater the dollar value and complexity of a procurement action, the more levels of review the CS must navigate to obtain approval. The CS must revise the document after each review cycle to resolve comments regarding style, substance and policy. The CS manages contractor oral presentations during procurement competitions, analyzes contractor business and cost or price proposals, conducts site visits, reviews and approves contractor invoices and conducts contractor performance evaluations. For all work, the CS utilizes a web based contract writing software program and Microsoft Office software.

General Engineer/Physical Scientist - Y-12 Site Office - Oak Ridge, TN

The incumbent will work in the Office of the Assistant Manager for Engineering, Safety, and Environment at the Y-12 Site Office (YSO). The YSO is a field element of the National Nuclear Security Administration (NNSA) whose mission it is to assure a safe, secure, and reliable nuclear weapon stockpile for strategic defense. The YSO accomplishes this mission by oversight of the contractors that manage, operate, and secure the Y-12 National Security Complex (Y-12). The activities at Y-12 include nuclear weapon component disassembly, inspection, and assembly; highly enriched uranium, depleted uranium, and other special material storage, handling, transportation, chemical processing, casting and parts fabrication; and component testing and inspection operations. The incumbent's primary areas of responsibility will be to:

- Serve as a Quality Assurance (QA) Engineer with responsibility for evaluating contractor QA programs for nuclear facilities (NFQA) and software (SQA). The functions of this position include the evaluation of contractor QA program documents; assessments of QA implementation in site process, procedures, and operations; and preparation of assessment reports and performance evaluations;
- Serve as Weapons QA (WQA) Engineer with responsibility for evaluation of contractor WQA program documents and implementation; product inspection and acceptance activities; and preparation of assessment reports and performance evaluations;
- Assist with the evaluation of QA requirements and implementation in the design, installation, deployment, and performance testing of processes and systems in new nuclear and chemical processing facilities and during the reconfiguration of existing facilities as Y-12 continues to transition into new modern facilities and equipment; and
- Undergo an extensive qualification process including training and mentoring by recognized experts from YSO and across the NNSA complex in order to confidently apply engineering knowledge to oversee NFQA, WQA, and SQA in the design, development, and operation of nuclear and chemical production processes.

Program Analyst – Y-12 Site Office - Oak Ridge, TN

This position works directly for the Assistant Manager, Program and Business Management, Y-12 Site Office. The Y-12 National Security Complex provides manufacturing, technical and scientific expertise to sustain a U.S. nuclear deterrent, reduce the threat from weapons of mass destruction, supply nuclear material to the Naval Reactors Program, and provide solutions to other emerging national security challenges. The Site Office provides oversight of all contractor operations at the site. The duties of this position include:

- Developing and maintaining a thorough understanding of the various business aspects of the Y-12 National Security Complex:
 - Budgeting/Financial Management
 - Contracting/Procurement
 - Contract Administration
 - Human Resources
 - Auditing;
- Monitoring and assessing business or program/project management performance;
- Maintaining awareness of performance-related issues that may impact the NNSA mission;
- Participating in appropriate business or programmatic meetings, as required;
- Participating in the preparation and management of various Site Office tools/publications, such as the Operating Plan, the 30-Year Site Plan, the Performance Analysis Matrix, etc.; and

- Participating in other business related functions as necessary.

General Engineer - Y-12 Site Office - Oak Ridge, TN

The incumbent will work in the Office of the Assistant Manager for Operations Management at the Y-12 Site Office (YSO). The YSO is a field element of the National Nuclear Security Administration (NNSA) whose mission it is to assure a safe, secure, and reliable nuclear weapon stockpile for strategic defense. The YSO accomplishes this mission by oversight of the contractors that manage, operate, and secure the Y-12 National Security Complex (Y-12). The activities at Y-12 include nuclear weapon component disassembly, inspection, and assembly; highly enriched uranium, depleted uranium, and other special material storage, handling, transportation, chemical processing, casting and parts fabrication; and component testing and inspection operations. The incumbent's primary area of responsibility will be to:

- Serve as a Facility Representative with responsibility for program management, technical monitoring, advising and evaluating all aspects of operations of assigned facilities at a Site Office, and for ensuring the adequacy of communications between the management and operating (M&O) contractor and DOE/NNSA management. Represents NNSA by maintaining an on-site presence in the areas where nuclear and/or hazardous work activities are being conducted. Responsible for providing contractor oversight on daily operations of assigned facilities. Achieves a thorough knowledge of ongoing and planned activities in the assigned facilities, and assures that activities are performed within the approved safe operating envelope, and in compliance with applicable orders, laws, and regulations. Particular emphasis is placed upon personnel safety and health, environmental protection, and sound operational and engineering practices.
- Undergo an extensive qualification process including training and mentoring by recognized experts from YSO and across the NNSA complex in order to confidently apply engineering knowledge to oversee the conduct of nuclear operations in a safe and secure manner.

Electrical Engineer – Nevada Site Office

Subject matter expert overseeing operations and maintenance of the Nevada National Security Site's (NNSS's) Power and Communications systems. Power systems include 138kV transmission lines and lower voltage distribution systems. Communication systems include voice and data traveling on fiber optic, copper, microwave, cell, and pager. Oversees contractors managing and operating NNSS facilities and infrastructure and contracts supplying power and power maintenance system services to NNSS. Assists NSO Federal Project Directors in program and project management of infrastructure construction and maintenance projects.

General Engineer - Pantex Site Office - Amarillo, TX (2 Positions)

The incumbent will work at the Pantex Site Office (PXSO) and is responsible for the Engineering oversight of the Management and Operating (M&O) Contractor at the Pantex Plant, and evaluation of the M&O Contractor's performance in the following functional areas of the nuclear weapons activities. The incumbent is the line management technical expert (Subject Matter Expert – SME) on assigned and global systems ensuring that all weapon or weapon related operations meet customer requirement, design definition, and adhere to approved procedures. The incumbent ensures that the contractor's Nuclear Operations Program is sufficiently integrated, implemented and meets or exceeds contractual quality requirements. The incumbent ensures a) the safe and secure operation of facilities under the purview of NNSA; b) supporting NNSA programs to ensure their success in accordance with their expectations; and c) ensuring the long term viability of the Site to support NNSA programs and projects. The duties and responsibilities of the position require the incumbent to have access to highly classified documents and/or materials that are related to the nuclear weapons program protected by the Atomic Energy Act. The position demands the highest degree of public trust and requires the incumbent possess a DOE "Q" clearance.

Program Analyst—NA-40 - Emergency Operations Training Academy - Washington DC/Albuquerque, NM

This position is located under the Associate Administrator for Emergency Operations in the Emergency Operations Training Academy, which provides state-of-the-art training and education for NNSA to enhance the readiness of personnel in the emergency operations community. This position is responsible for managing technical and administrative functions that satisfy policy and procedures, customer relations, and exercising sound independent decision-making. These responsibilities may include: facilitating all phases of course development and/or project completion; managing ISO 9001 processes; incorporating recommendations from assessments and/or statistical analysis; reporting on status of all active and inactive projects; oversight of training records management system, course catalogs, and periodic course updates; and, interfacing with EOTA

customers to coordinate training requirements, and implementing solutions as applicable. The duties of this position include:

- Project planning, execution, and performance, including facility management activities;
- Developing, prioritizing, implementing, and evaluating outcomes of plans to accomplish objectives in support of EOTA training programs;
- Assisting with defining scope and determining cost and resource estimates, coordination, and other project management functions as needed;
- Assisting with the management of support contractor activities;
- Partnering with other agencies to accomplish the EOTA mission; and,
- Briefing DOE management and interagency partners.

General Engineer - NA-45 - Washington, DC/Albuquerque, NM

This position is located under the Associate Administrator for Emergency Operations in the Office of National Technical Nuclear Forensics, which supports the following NNSA responsibilities:

- Develop and sustain pre-detonation nuclear device forensics concept of operations and associated capabilities;
- Support disassembly and collection of forensic evidence of an improvised nuclear device;
- Support the Federal Bureau of Investigation (FBI) in the collection of materials samples and other forensics data from such devices; and,
- Establish and maintain a domestic post-detonation ground debris collection capability.

This position serves as a government manager of DOE contractor laboratory systems and operational technical nuclear forensics teams.

The duties of this position include:

- Budgeting, planning, oversight, and implementation of process and operational improvements;
- Performing exercise planning, execution, and implementation of lessons learned;
- Partnering with Federal Agencies to accomplish the NA-45 mission; and,
- Briefing DOE management and interagency partners.

Financial Specialist – Savannah River Site Office – Aiken, SC

The incumbent works directly for the Assistant Manager for Contract Administration and Business Management at the Savannah River Site Office in Aiken, South Carolina. The organization is responsible for the oversight, review, and evaluation of business operations performed by the Site contractor to formulate and execute the SRSO NNSA portion of the federal budget (approximately \$200 million per year), and participates in the overall planning, development and integration of activities associated with various areas of responsibilities including budget, contract administration, human capital, and information management. The duties of this position include:

- Developing future year budgets and plans, and developing accounting plans and procedures in accordance with applicable DOE Orders, laws, regulations, and standards;
- Providing analytical services to NNSA financial and program managers in the fields of accounting and financial management;
- Interpreting external budget guidance and budget calls, developing supplemental budget formulation guidance, reviewing budget submissions, and preparing, consolidating, and submitting budget materials;
- Serving as liaison within NNSA on financial matters and effectively communicating financial concepts with individuals at all levels;
- Developing and tracking budget and financial data utilizing business tools and spreadsheets; and
- Conducting assessments of business practices, systems, and functions.

General Engineer/Physical Scientist – Savannah River Site Office – Aiken, SC

The incumbent works directly for the Assistant Manager for Mission Assurance at the Savannah River Site Office in Aiken, South Carolina. This organization is responsible for the oversight, review and evaluation of contractor operations to ensure compliance with procedures for loading and shipping of Defense Program products, including activities associated with the separation and purification of tritium from irradiated target fuel assemblies

and loading of tritium-filled reservoirs in support of the Nation's nuclear weapons and associated operation and capital budgets. The duties of this position include:

- Observing, evaluating, and reporting on the effectiveness of the operating contractor in multiple areas important to the safe, efficient operations of highly complex facilities. Examples include: operational performance, quality assurance, management controls, and assurance of worker health and safety;
- Representing the NNSA to the contractor and ensuring the contractor carries out operational safety policies in a manner consistent with NNSA expectations and relevant contract requirements;
- Determining whether the contractor is operating the facility in a safe and efficient manner, consistent with the established safety expectations and requirements;
- Maintaining operational awareness of assigned facilities, and assessing operating conditions on a daily basis;
- Interacting with NNSA management to ensure they are cognizant of current facility conditions and issues;
- Performing technical reviews of major facility work activities and modifications to ensure contractual safety and programmatic requirements are met;
- Trending and analyzing equipment failures; and
- Performing assessments of systems vital to safety.

General Engineer/Physical Scientist – NNSA Service Center - Albuquerque, NM

This position is within the National Nuclear Security Administration's (NNSA) Office of Technical Services. In this position you will perform a variety of program management and technical application developmental assignments in support of the work carried out by senior technical and administrative staff within the Office of Technical Services. Functions include nonproliferation and technology development, packaging certification for weapon component and nuclear materials shipment, nuclear safety, occupational safety and health, environmental programs and project management. These assignments provide the opportunity for gaining an understanding of the agency mission, organization, and interrelationships, and for applying theories and principles acquired through academic preparation in engineering and the physical sciences to a variety of NNSA program areas for which OTS is responsible. Duties include:

- Planning and budgeting of work programs, assisting in the implementation of said programs, assisting in technical oversight of work performed by others, assisting in analysis and evaluation for research and development, and other agency mission activities; and
- Receiving formal training in various subjects related to program management and technical and administrative support requirements

Fire Protection Engineer – NNSA Service Center - Albuquerque, NM

This position is within the National Nuclear Security Administration's (NNSA) Office of Technical Services (OTS). In this position you will perform a variety of program management and technical application developmental assignments in support of the work carried out by senior technical and administrative staff within the Office of Technical Services. Functions include nonproliferation and technology development, packaging certification for weapon component and nuclear materials shipment, nuclear safety, occupational safety and health, environmental programs and project management. These assignments provide the opportunity for gaining an understanding of the agency mission, organization, and interrelationships, and for applying theories and principles acquired through academic preparation in engineering to a variety of NNSA program areas for which OTS is responsible. Duties include:

- Planning and budgeting of work programs, assisting in the implementation of said programs, assisting in technical oversight of work performed by others, assisting in analysis and evaluation for research and development, and other agency mission activities;
- Performing specific tasks in support of technical staff, with emphasis on the Fire Protection Engineering field, related to facility and system design; nuclear operations' work authorization; safety of operations; and implementation of comprehensive institutional programs for worker safety & health and the safe operations of facilities; and
- Receiving formal training in various subjects related to program management and technical and administrative support requirements.

Physical Scientist – Office of Secure Transportation – Albuquerque, NM

This position is located within the Office of Secure Transportation, Environment, Safety and Health Branch. This position assists in the implementation the OST Integrated Safety Management program. The incumbent is responsible for the management of all aspects of the occupational safety and health program in accordance with the Occupational Safety and Health Administration (OSHA), DOE and other applicable federal and state

regulations. This includes, but is not limited to: management of the OST respiratory protection, hearing conservation, lead monitoring, laser safety, and blood borne pathogen programs. The incumbent is responsible for conducting workplace exposure assessments, noise, ventilation, ergonomic, and hazardous materials surveys; incorporate risk assessment methods in determining actions or recommendations to management; identify and monitor exposure control methods; and assist in the identification of injury and illness causes to help reduce employee injuries. Additionally, will be assisting in technical evaluation of the OST work-for-others program to ensure projects meet established environment, safety, and health standards.

General Engineer/Physical Scientist – Los Alamos Site Office

The incumbent will assist in managing missions and programs executed at an NNSA laboratory. The work of this position will manage projects related to the planning, development, execution of assigned missions and programs in order to initiate appropriate activities; evaluate progress, resolve problems, evaluate performance, conduct project reviews, and establish program support from affected and involved organizations such as public interest groups, national and international organizations, and other government agencies.

Security Specialist – Los Alamos Site Office

The incumbent will direct, monitor, and evaluate day-to-day safeguards and security operations concerned with the protection of special nuclear materials, sensitive or classified information, personnel, facilities, installations, or other sensitive materials, resources, or processes against criminal, terrorist, or hostile intelligence activities. Performs oversight of contractor security program management systems, practices, and procedures to ensure compliance with NNSA and DOE directives, requirements, and policies

Information Technology Specialist - (INFOSEC) - Las Alamos Site Office

Serves as the IT Specialist/Project Manager for an NNSA field site or a major NNSA Program area; managing the IT program for all computer hardware systems, software, and other information technology management operations in the assigned area. Collaborates with the supervisor on timeframes and scope of assignments; determines the most appropriate principles, practices and methods to apply all phase of assignments, frequently interprets on own initiative, applying new methods to resolve complex issues and programs.

General Engineer/Physical Scientist - Quality Assurance – Los Alamos Site Office

After achieving qualifications, this individual would serve as a technical expert in Quality Assurance program management and would provide working level oversight of contractor activities to include implementation of Quality Assurance requirements including formal assessments and informal transactional oversight. The individual would also provide input to senior management regarding contractor performance.

General Engineer – Sandia Site Office – Albuquerque, NM

This position is located at the Sandia Site Office (SSO) and reports directly to the Assistant Manager for Environment, Safety, Health & Quality Assurance. As a quality/production engineer; functions as a site office point of contact for quality/production program activities of Sandia National Laboratories (SNL), New Mexico and other Nuclear Weapon Complex Sites. The work of this position encompasses oversight of multiple aspects of contractor operations, including evaluation of management and operations involved in an integrated design and manufacturing complex. Operations at the production section of SNL involve the manufacture of state-of-the-art electronics, explosives, and electro-mechanical components. Production-related work accounts for over \$100 Million of the total SNL annual budget. Establishes SSO processes to monitor and maintain surveillance of SNL production activities to assure that product generating processes and quality control operations for nuclear weapons and nuclear components are adequate and will result in acceptable product quality and production program support. Participates in and/or coordinates review, validations, surveys, inspections and general oversight for assigned areas. Serves as the technical point of contact for other in SSO for advice and assistance and provides guidance to the contractor for requirements of the nuclear weapons quality and/or production program requirements.